**NATIONAL DEAF CHILDREN’S SOCIETY**

**STATEMENT OF PURPOSE**

**2019**

**Approved 26/11/19**

Contents

[1. Use of terminology 3](#_Toc402526328)

[2. Overall aims, underlying ethos and philosophy of the residential holiday and activity scheme 4](#_Toc402526329)

[3. Facilities and activities to be provided 5](#_Toc402526330)

[4. Name and business address of registered provider and manager 13](#_Toc402526331)

[5. Organisational structure for the delivery of the scheme 13](#_Toc402526332)

[6. Staffing approaches 14](#_Toc402526333)

[7. Staff and volunteer supervision 15](#_Toc402526334)

[8. Staff and volunteer training and development 16](#_Toc402526335)

[9. Admission to the holiday and activity scheme 16](#_Toc402526336)

[10. Being healthy 17](#_Toc402526337)

[11. Behaviour management (supporting positive behaviour) 18](#_Toc402526338)

[12. Safeguarding and bullying 19](#_Toc402526339)

[13. Missing child 20](#_Toc402526340)

[14. Surveillance 21](#_Toc402526341)

[15. Fire and safety 21](#_Toc402526342)

[16 Contact with parents and carers 22](#_Toc402526343)

[17. Complaints procedure 23](#_Toc402526344)

[18. Consultation with children 23](#_Toc402526345)

[19. Review of this statement 24](#_Toc402526346)

[Appendix 1- Curriculum Vitae for Registered Individual and Registered Manager 2](#_Toc402526347)5

# Use of terminology

**‘Child’ or ‘children’** means the deaf children chosen as recipients of an event and is used to refer to children and young people. In law in England and Wales, and in accordance with the Children Act 1989, a child or young person is defined as a person under the age of 18 years. The holiday and activity scheme provided by the charity offers places to deaf children aged 8 to 18 years inclusive.

**‘Charity’** means the National Deaf Children’s Society.

**‘Deaf’** – The National Deaf Children’s Society uses the term ‘deaf’ to mean all types of deafness, including temporary deafness such as glue ear.

**‘Event’** means an individual event at a specific venue which is included within the holiday scheme for disabled children (England). The events can run up to a period of one week.

**‘Parent/carer’** – means any person with parental responsibility for a child.

**‘Scheme’** means the provision of a holiday and activity scheme at a range of different venues, which includes within it a range of one-day and residential events.

All other terms used in this document shall have the meanings given to them in the *Residential Holiday Schemes for Disabled Children: National minimum standards* and The Residential Holiday Schemes for Disabled Children Regulations 2013.

These documents are available on the internet at

<https://www.gov.uk/government/publications/residential-holiday-schemes-for-disabled-children>

<http://www.legislation.gov.uk/uksi/2013/1394/made>

# Overall aims, underlying ethos and philosophy of the residential holiday and activity scheme

The National Deaf Children’s Society’s overall aim (mission) is to remove the barriers to the achievement of deaf children and young people.

The charity believes that deaf children should be valued by society and have the same opportunities as any other child.

The National Deaf Children’s Society’s holiday and activity scheme consists of a variety of one-day, weekend and week-long events which aim to produce the following outcomes for deaf children and young people:

1. Children and their families have raised expectations about what they can achieve.
2. Children are more effective communicators.
3. Children have higher confidence and self-esteem.
4. Children have built and can sustain strong peer groups.
5. Children have developed the skills and ability to make informed choices and influence decisions affecting them.

We aim to provide appropriately challenging and engaging activities that contribute towards these outcomes and lead to the empowerment of more deaf children and young people.

The scheme is underpinned by the following principles that guide the National Deaf Children’s Society when working with deaf children and young people. These principles are based on the concepts laid out in the UK Convention on the Rights of the Child and the UN Disability Convention:

* What is best for the child should always be considered first.
* The National Deaf Children’s Society has a duty of care[[1]](#footnote-1) to keep children and young people safe and to protect them from neglect, sexual, physical and emotional harm. This includes harming themselves or others.
* Children and young people have the right to say what they think should happen to them and to have their opinions taken into account.
* Each child should be treated as an individual. The National Deaf Children’s Society recognises and values diversity, which includes each child’s culture, disability, language, racial origin, religious belief and/or sexual identity.
* Children and young people have a right to be treated with respect and dignity.

In addition to the above principles that focus on the child:

* The National Deaf Children’s Society also has a duty of care for those staff and volunteers working with deaf children and young people on behalf of the charity.

# 3. Facilities and activities to be provided

**Activities:** The National Deaf Children’s Society plans programmes of activities to challenge and inspire deaf children and young people aged 8 to 18 years. Activities should enhance their future development, promote a greater sense of independence and encourage participation in activities they may not have experienced before. Activities will also provide opportunities for building confidence, socialising with other deaf children and young people and improving their use of language and communication. Age-appropriate activities will be planned to suit those attending, with differentiated approaches to meet children’s differing needs.

The National Deaf Children’s Society provides outdoor, sports or creative activities that will usually be led by third party providers contracted to work with us in delivering the scheme. All providers will be required to give assurance that they have planned for the needs of all children attending, and have conducted comprehensive risk assessments for their specific activities.

The National Deaf Children’s Society supports children to make informed choices throughout the event. Choices relating to the activity programme will be available to children either at different times during the day/evening or across the programme as a whole, including during ‘free time’. Children will also be encouraged to try new experiences, and to make informed choices around their preferred method of communication throughout their time on the event.

Activities on offer across the residential holiday and activity scheme could include:

|  |  |
| --- | --- |
| **Activities typically taking place onsite** | **Activities typically taking place offsite** |
|  |  |
| Climbing wall | Rock climbing and abseiling |
| Crate stack | Canoeing or kayaking (lake or canal) |
| Abseiling | Caving/weaselling |
| Canoeing/kayaking/raft building | Surfing, windsurfing or sailing |
| Treasure hunts or orienteering | Adventure walks or hill climbs |
| Team building/challenge games | Orienteering |
| Mini-Olympics | Theatre skills or drama games |
| Film-making | Circus skills |
| Create a play (in a day or weekend) | Dance |
| Animation or digital photography | Film-making |
| Drama skills | Music |
| Dance | Poetry/creative writing workshops |
| Music | Visual arts – including fine art, sculpture or ceramics, collage/mixed media etc. |
| Creative games and craft activities | Animation or digital photography |
| Multi-sports activities and games | John Muir Award |
| Tennis | Multi-sports activities and games |
| Football | Camping |
| Tag rugby |  |
| Hockey |  |
| Basketball |  |
| Sports Leaders UK Level 1 Award |  |
| Sports Leaders UK Day Certificate |  |
| Information workshops |  |
| Circus skills |  |
| Poetry/creative writing workshops |  |
| Visual arts – including fine art, sculpture or ceramics, collage/mixed media etc. |  |

**Facilities:** The charity does not own any premises for use as a scheme venue. Instead, the scheme is based at venues including established outdoor education centres, YHA activity centres, independent boarding schools or arts centres.

The National Deaf Children’s Society invests time and effort in finding the best available venues for the scheme and aims to move between locations every other year to give access to children across the United Kingdom. The charity ensures that selected venues meet a number of key requirements to enable the proper and safe care of children attending.

Many venues offer sole occupancy to the National Deaf Children’s Society. When using larger venues that require shared occupancy, we ensure that our group occupies its own floor, wing or lodge. This should include sleeping accommodation separate to other groups, with access restricted to our group, and use of a separate lounge or common room.

The following are the key facilities we look for when choosing a venue:

*Deaf-friendly environment*: The venue and activity provider must make a firm commitment to ensuring its facilities and activities are suitable for and inclusive of deaf children and young people. Deaf-friendly Youth Activities training is provided by the National Deaf Children’s Society to activity providers who do not already have experience in delivering to a deaf audience. This training is either given prior to the event or upon arrival and includes the following topics:

* deafness
* communication
* health and safety
* technology
* adapting activities.

It is essential that before commencing delivery, activity providers understand the needs of deaf children and young people and how to adapt their provision accordingly to make it accessible and safe.

*Recreational rooms:* There must be a lounge or common room available for the use of the group for the duration of their visit. This room should be large enough to allow for the whole group to meet together with space for free time and evening games or activities. Whenever possible this room is booked for sole use by our group.

*Dining room:* There must be a dining room or area of adequate size for all the children and staff/volunteers to dine together. Eating together is an essential tool in generating a community spirit at events.

*Catering/kitchens:* The venue must be able to provide a catering service or kitchens which meet the relevant health and safety standards. If the venue is providing catering staff they must have appropriate qualifications for their position. Industrial kitchens must have lockable doors to ensure that they can be secured from children when they are not in use. If the venue provides kitchenette facilities for use by adults and children then this will be fully risk assessed and appropriate controls put in place. If the venue is providing food, then the menu for the duration of the event must be agreed with the activity coordinator, who will be aware of any specific dietary requirements of both children and staff/volunteers. The staff and volunteers must have access to facilities at all times to make drinks for the children.

*Accessibility:* All day-areas that the children will use should have corridors and doors wide enough for wheelchair access. In addition, handrails, ramps and other mobility aids should be in place where possible.

*Telephone/internet:* The venue must have access to telephone and internet services and connectivity. This is to support emergency procedures and access to relevant information and to facilitate children communicating with their family if requested/desired.

*External space:* There should be clear boundaries to the venue to support the effective management of arrivals/departures, and during free time. Access to grassy outside space for delivery of free-time activities is also beneficial and actively sought wherever relevant to the event provided.

*Staff room:* It is recommended that an additional room can be accessed for the purpose of staff/volunteer meetings, volunteer breaks and the safe keeping of equipment and resources used during the visit. There should also be discreet space available for the administration of medication to children and young people, plus space for appropriate storage of that medication.

*Sleeping accommodation:* This can range from individual bedrooms through to shared rooms accommodating up to eight beds. Bedrooms may be en-suite or contain their own sink for brushing teeth and washing hands.

Children will be allocated to bedrooms based on gender and age and occasionally based on communication method. Boys and girls will never share bedrooms with children of the opposite gender and adults will always be accommodated in separate bedrooms to children and young people unless the needs of a child specifically require adult supervision throughout the night. A sufficient amount of the staff/volunteer accommodation will always be in the same area as the children’s to ensure adequate overnight supervision.

There must be sufficient space in the bedrooms for any child’s equipment e.g. a wheelchair and for staff/volunteers to move comfortably and safely in supporting any child. There should be storage space for clothes and other personal belongings. Night lights will be provided if requested by a child or their parents or carers.

*Camping facilities:* On a small number of occasions we may use camping facilities for accommodation and dining. Allocation to tents is on the same basis as listed above for all other accommodation. Additional warm shelter should be available if there be a need to move to a main building or in emergency circumstances. The camping experience should take place on site where possible. However, if the activity is taken off site then further risk assessment at the point of site visit will be carried out to include safeguards relating to this type of activity.

*Bathrooms:* There must be sufficient and appropriate bathroom facilities for the children at the event. Locks should be fitted on all bathroom doors to ensure privacy but locks must be able to be opened from the outside in case of emergencies.

*Transportation:* Transport is used for off-site activities and will usually be supplied by the activity provider. On some occasions the charity may book a minibus or coach to transport children between a venue and an activity. Any minibus/coach supplied must be driven by a qualified driver, and have relevant insurance in place. Staff or volunteers would only drive children and young people in their own car/hire car under a very limited set of circumstances, such as collection/drop off at a train station with the parent/carers written agreement, or a visit for non-urgent medical treatment during the event. The driver must ensure their passengers’ safety, that the vehicle is roadworthy and that they have the appropriate licence and insurance cover for carrying children.

For all transportation used the driver is responsible for making sure those children and young people have a seat belt and use it at all times. Vehicles without seatbelts should not be used. Booster seats must be used for any child until they reach 135 cm in height or 12 years of age, whichever occurs sooner.

**Venue contact details***:*The venues lists below are those we have currently booked for 2019. For further details on the particular facilities of each venue, please visit their website using the details provided.

As venues can change yearly, the address, telephone number and other contact details for each venue will be submitted to Ofsted no less than 28 days before the operation of the activity.

|  |
| --- |
| **Activity Centre:** YHA Dartmoor, Bellever, Yelverton, PL20 6TU.  **Tel:** 0345 371 9622  **Email:** [dartmoor@yha.org.uk](mailto:dartmoor@yha.org.uk)  **Website:** <https://www.yha.org.uk/hostel/yha-dartmoor>  **Description:** YHA Dartmore offers us sole access to the whole hostel. This includes dining room/kitchen. Lounge and classroom. 7 dormitory bedrooms with 36 beds in total. There is an outside cabin with 1 bed if required for adults. Front door to hostel locks with key.  **Activity Providers:** Young learner drivers. Comprehensive risk assessments and insurance in place. All instructors are DBS checked. Our insurers have confirmed happy to cover. <https://www.youngdriver.eu/venues/southwest/exeter_racecourse> Basic cooking skills session. Risk assessments, chef qualification and insurance in place. <http://www.funkitchen.co.uk/about>  **Used for:** Life Skills and Development Adventure (14-18y)  **Date:** 7-9 June 2019 (staff on site 7 June 2019) |
| **Activity Centre:** Carlton Adventure, Carlton-in-Cleveland, Stokesley, TS9 7BD.  Tel: 01642 712229  **Email:** [admin.carlton@school.hartlepool.gov.uk](mailto:admin.carlton@school.hartlepool.gov.uk)  **Website:** <https://www.gethartlepoolactive.co.uk/carltonoutdooreducationcentre>  **Description:** The Carlton Adventure centre offers sole access to the site. It offers outdoor education to schools and other groups for young people including hill walking, rock climbing, abseiling, orienteering, canoeing, archery and high ropes. The centre is accredited with the Gold Standard by the Association of Heads of Outdoor Education Centres and also holds a current Adventurous Activities Licence. The main building features a reception, main dining area, kitchen, activity hall, “the barn”, drying room and the main office area. Total capacity of 80 beds across four wings with communal washrooms providing washing, shower and toilet facilities. The building is fully accessible with double glazing and under floor heating. AALA: Re No: L13035/R0477  **Activity Providers:** Activities will be delivered by the centre.  **Used for:** Get Outdoor & Adventurous Weekend (14-18y)  **Date:** 7-9 June 2019 (staff on site 7 June 2019) |
| **Activity Centre:** Tyr Abad Outdoor Education Centre, Tirabad Mansion, Llangammarch Wells, Powys, Wales, LD4 4DS.  **Tel:** 01591 610295  **Email:** [info@tirabadoutdoorcentre.co.uk](mailto:info@tirabadoutdoorcentre.co.uk)  **Website:** <http://www.tirabadoutdoorcentre.co.uk/>  **Description:** Tyr Abad Outdoor Education Centre offers sole use of the site and is a self-contained residential centre able to accommodate groups up to 48 people. There is a 36-bed residential centre, plus a 16-bed self-catering bunkhouse; "Ernie's Cottage". Activities will include Gorge Walking and Caving. Adventure Activities Licence: L14063  **Activity Providers:** Activities will be provided by the centre.  **Used for:** Summer Adventure and Explore in Wales (8-18y)  **Date:** 29 July – 2 August 2019 (staff on site 28 July 2019) |
| **Activity Centre:** YHA South Downs, Itford Farm, Beddingham, Lewes, East Sussex, BN8 6JS  **Tel:** 01273 858780  **Email:** [southdowns@yha.org.uk](mailto:southdowns@yha.org.uk)  **Website:** <https://www.yha.org.uk/hostel/yha-south-downs>  **Description:** The YHA South Downs centre gives us sole use of two accommodation lodges, common room and part use of another lodge. Bedrooms have 2 to 8 beds per bedroom depending on which lodges will be used. NDCS would not have sole use of the site. Activities will include canoeing and climbing.  **Activity Providers:** Active Buzz (East Sussex County Council) provide outdoor activities and run nationally accredited courses taught by qualified instructors. AALA, British Canoeing and RYA accreditations: <https://www.buzzactive.org.uk/>  **Used for:** South Downs Summer Adventure (8-15y)  **Date:** 5-9 August 2019 (staff on site 4 August 2019) |
| **Activity Centre:** Anderton Centre, New Road, Anderton, Chorley, Lancashire, PR6 9HG.  **Tel:** 01257 484220  **Email:** [info@andertoncentre.co.uk](mailto:info@andertoncentre.co.uk)  **Website:** <https://andertoncentre.co.uk/>  **Description:** At the Anderton Centre we will have sole use of the site and will be using Pike View and Woodland View: There are 14 en-suite bedrooms sleeping up to 52 people plus a group lounge / kitchenette. Assessed annually by RYA and AALA. Activities provided will include canoeing, paddle boarding and sailing.  **Activity Providers:** Activities will be provided by the centre  **Used for:** SUP Lakeside Adventure (8-15y)  **Date:** 12-16 August 2019 (staff on site 11 August 2019) |
| **Activity Centre:** YHA Bracken Tor, Saxon Gate, Okehampton, EX20 1QW.  **Tel:** 0345 260 2863  **Email:** [brackentor@yha.org.uk](mailto:brackentor@yha.org.uk)  **Website:** <https://www.yha.org.uk/hostel/yha-okehampton-bracken-tor>  **Description:** At the YHA Bracken Tor we will have sole use of the site and there are two accommodation lodges with lounges and kitchens. There are 15 bedrooms in varying sixes across the two lodges. Learning outside the classroom. Certificate no: R2QB100954 Adventure Activities Licence. Licence number: L14357  **Activity Providers:** Activities will be provided by the centre  **Used for:** Summer Outdoor Adventure in Devon (8-15y)  **Date:** 19-23 August 2019 (staff on site 18 August 2019) |
| **Note this is the postponed date from June’s cancelled event:**  **Activity Centre:** The Cardfields Centre, Cardfields Lane, Chelmsford, Essex, CM3 2NR.  **Tel:** 01245 380371  **Email:** [cardfields@islington.gov.uk](mailto:cardfields@islington.gov.uk)  **Website:** <http://cardfields.co.uk/>  **Description:** The Cardfields Centre offers sole use of the site and is a large Victorian House with 56 beds, 11 bedrooms in total over 2 floors (and one accessible bedroom on ground floor). They hold a “Learning Outside the Classroom” quality badge, certificate no: R2QB101675. Activities will include BMX biking, bushfire and evening campfire.  **Activity Providers:** Main activities will be delivered by the centre but the Royal Association of the Deaf (RAD) will deliver one workshop related to independence (<https://www.royaldeaf.org.uk/>)  **Used for:** Woodland Adventure Weekend (14-18y)  **Date: 18-20 October 2019** (staff on site 18 October 2019) |
| **Activity Centre:** Bell Health Outdoor Elements, Quantry Lane, Belbroughton, DY9 9UU  **Tel:** 01684 574546  **Email:** [enquiries@malvernoutdoors.co.uk](mailto:enquiries@malvernoutdoors.co.uk)  **Website:** <https://bellheathoutdoors.co.uk/>  **Description:** Bell Heath Outdoor Elements offer one building that houses bedrooms, dining room, classrooms and lounges. Activities will include hill walking, ropes course, canoeing, climbing, abseiling. Some activities are on-site and some are off-site. Transport is provided by venue. NDCS will have full use of the site.  **Activity Providers:** Activities will be provided by the venue. Cooking session potentially provided by Yumma (TBC)  **Used for:** Journey to Independence (14-18y)  **Date:** 28 October – 1 November 2019 (staff on site 27 October 2019)  **(Note date and venue change. Up to date as of 10 June 2019)** |
| **Activity Centre:** YHA Lee Valley, Windmill Lane, Cheshunt, Hertfordshire, EN8 9AJ  **Tel:** 0845 371 9057  **Email:** [leevalleygroups@yha.org.uk](mailto:leevalleygroups@yha.org.uk)  **Website:** <https://www.yha.org.uk/hostel/yha-london-lee-valley>  **Description:** The YHA Lee Valley centre gives us sole use of two accommodation lodges with lounges and kitchens. Approximately 12 Bedrooms depending on which lodges will be used, with 2 to 8 beds per bedroom in each lodge. NDCS would not have sole use of the site. Activities will include bush craft and bell boating.  **Activity Providers:** External provider (not YHA) has Learning Outside the Classroom and AALA badges and other accreditations. Herts Young Mariners Base Outdoor Centre: <https://hymb.com>  **Used for:** First Time Away London (8-12y)  **Date:** 7-8 March 2020 (staff on site 6 March 2020) |
| **Activity Centre:** Bell Health Outdoor Elements, Quantry Lane, Belbroughton, DY9 9UU  **Tel:** 01684 574546  **Email:** [enquiries@malvernoutdoors.co.uk](mailto:enquiries@malvernoutdoors.co.uk)  **Website:** <https://bellheathoutdoors.co.uk/>  **Description:** Bell Health Outdoor Elements offer one building that houses bedrooms, dining room, classrooms and lounges. Activities will include hill walking, ropes course, canoeing, climbing, abseiling. Some activities are on-site and some are off-site. Transport is provided by venue. NDCS will have full use of the site.  **Activity Providers:** Activities will be provided by the venue.  **Used for:** First Time Away Midlands (8-12y)  **Date:** 14-15 March 2020(staff on site 13 March 2020)  **(Note date and venue change. Up to date as of 10 June 2019)** |

# 

# 4. Name and business address of registered provider and manager

**Registered provider**

**National Deaf Children's Society,**

Ground Floor South, Castle House,   
37– 45 Paul Street, London EC2A 4LS

**Responsible individual**

Helen Cable, Director of Children, Young People and Families, National Deaf Children’s Society. A copy of Helen Cable’s CV detailing her relevant qualifications and experience is attached in appendix 1.

**Registered manager**

Mark Bolton, Deputy Director, Children, Young People and Partnerships, National Deaf Children’s Society. Mark Bolton’s relevant qualifications and experience are listed in appendix 1.

# 5. Organisational structure for the delivery of the scheme

The National Deaf Children’s Society is a large and diverse charity that supports deaf children and young people aged 0–25 and their families through a range of information and support services. Within the charity, the Children, Young People and Families directorate holds the responsibility for managing and delivering the residential holiday and activity scheme. The diagram below illustrates how a clear line of accountability is ensured.

# 6. Staffing approaches

Each event within the scheme is led by an activity coordinator who is directly responsible to the registered manager via the line of accountability. Activity coordinators have a range of experience and have received direct one-to-one support and shadowed other activity coordinators and scheme management prior to leading their own event.

Additional sessional paid staff and volunteers will support the children during the event.

**Sessional workers:** The National Deaf Children’s Society has a team of sessional staff with a range of experience working for us in a number of different roles.

This includes an activity leader and assistant leader, who usually form the core event management team for each event, supervised by the activity coordinator. The core team may also include a mentor (additional needs) where this expertise is needed on the event.

Sessional workers also lead some activities within the scheme. This mainly relates to the free time sessions for all age groups participating on the events. In these cases, the sessional workers will have qualifications that are relevant to the programmes they are delivering.

**Youth support volunteers:** A team of volunteers attends every event to provide pastoral care and communication support. Volunteers are selected on the basis of their skills and work within a set of competences designed for the holiday and activity scheme.

The numbers of staff and volunteers will never fall below the ratio of one adult to five children, but is often higher. This includes offering one-to-one support depending upon the needs of the children attending.

# 7. Staff and volunteer supervision

During the event the activity coordinator supervises the sessional workers – activity leaders, mentors (additional needs) etc. including undertaking an appraisal with them at the end of the event.

The volunteers are supervised by relevant sessional workers, who undertake observations on all volunteers, as well as undertaking formal review meetings with each new volunteer, or where an issue has arisen.

The areas appraised for sessional workers and volunteers include safeguarding, ability to work with deaf children and young people, and communication skills. Records are kept for each person and reviewed for any concerns or action required.

The activity coordinator ensures all appropriate supervision and monitoring takes place during the event and a meeting is held every evening where all issues are discussed and recommendations made for improvements where necessary.

The activity coordinators, registered manager and responsible individual receive monthly supervision sessions and annual appraisals, incorporating learning and development plans.

# 8. Staff and volunteer training and development

Activity coordinators will undergo induction training and annual refresher/development activities as required by their role to maintain competence in areas core to the service. This could include deaf awareness, safeguarding, first aid, health and safety, manual handling, equality and diversity and a range of other specialist subjects, including British Sign Language Level 1. In addition, the registered manager will undertake additional learning and development relevant to the role.

Sessional staff and volunteers must undergo training and/or have a skills assessment before attending their first scheme event. This includes safeguarding, behaviour management and the specific role requirements. They also receive refresher training and guidance at the start of each residential event, comprising key health and safety and safeguarding information specific to the site/children attending as well as the Behaviour Policy.

# 9. Admission to the holiday and activity scheme

The National Deaf Children’s Society’s residential holiday and activity scheme is for deaf children and young people between the ages of 8 to 18 years. Some children may also have additional needs. Some events within the scheme are targeted at specific age ranges:

* First Time Away Weekends for ages 8 to 12 years
* Discovery Weekends for ages 11 to 15 years
* Adventure or Multi Activity Weekends for ages 8 to 15 years
* Multi-Sport/activity weekend for ages 14 to 18 years
* Life skills and transition workshops for ages 16-18 years.

Events within the scheme vary in size. There are typically between 16 and 30 children in attendance. As much as possible, the split between girls and boys will be equal.

The National Deaf Children’s Society will offer a place to a child with any form of disability over and above their deafness if we can meet the needs of the child and they are not already in receipt of statutorily funded social care services. We seek to offer opportunities to children that fall outside statutory eligibility thresholds.

To apply for a place on the scheme, parents or carers must submit an application form by the closing date, when the applications are then assessed. For events targeted at young people aged 16+ an application may be required from the young person themselves.

To ensure that our activities are accessible to deaf children and young people from the most disadvantaged backgrounds, we are able to support parents and carers to complete application forms, and can provide funding for additional support at events through the Inclusion Grants process, or for families to transport their children to activities; and or support with clothing and equipment to attend an event.

There is usually a waiting list for each event and if a child’s place is cancelled in the lead-up to the event, it will be filled by someone from the waiting list, if appropriate.

# 10. Being healthy

National Deaf Children’s Society staff are trained in our policy to administer medicine to children attending the scheme. Medication must be provided by parents or carers in its original packaging, clearly labelled with the child’s name and dosage. Any medication supplied without packaging and labels will not be administered during the scheme. All medication brought by children to events will be stored in a locked container and then stored in a locked room when not in use. Each administration will be recorded by the staff member responsible for medication at the event.

As part of the acceptance to the scheme, the person with parental responsibility for the child is required to provide consent for the emergency administration of medication. This can include non-prescribed medication e.g. child-appropriate painkillers, application of plasters etc. with the parents’ written agreement.

Should a child fall ill or have an accident, they will be seen by an appropriately trained person and any necessary action will be taken. Accidents will be recorded in the scheme accident book for that event. If first aid is required, it will be given by a member of staff from the National Deaf Children’s Society or staff from the venue or activity provider. Any person designated to give first aid will be trained and competent to do so.

All staff receive routine infection control training to minimise any unnecessary risk to children.

All staff and volunteers share a common responsibility for promoting the health and welfare of children attending the scheme. During each event, children are encouraged to maintain a healthy diet and to participate in recreational, sporting or creative activities that encourage physical exercise. Cultural and medical dietary needs are captured during the application and assessment process and used to inform the support provided for each child during the event. Children are also encouraged to take responsibility for their own hygiene, with visual poster reminders placed in each venue, and verbal prompts given when needed.

The holiday and activity scheme operates to the National Deaf Children’s Society’s overarching Health and Safety Policy and procedures.

# 11. Behaviour management (supporting positive behaviour)

The National Deaf Children’s Society’s holiday and activity scheme is committed to actively encouraging and promoting positive behaviour and we understand that rewards are more effective than punishment in motivating young people. We have an effective Supporting Positive Behaviour Policy and guidance in place with which all staff and volunteers are familiar, with principles being shared with young people.

In accordance with our Supporting Positive Behaviour Policy, staff/volunteers use techniques for managing children’s behaviour(s) so that they can understand and learn from their mistakes. The scheme only uses approved reasonable and fair sanctions as a means of managing unacceptable behaviour (discipline).

All staff and volunteers receive training on techniques for maintaining positive behaviour on events at the level appropriate to their role. The training focuses on communicating with children and young people to understand the reasons for their behaviour and using techniques that focus on distracting the child and providing opportunities for children to change their behaviour.

Staff supporting children who are known to display behaviours that challenge are trained in simple restraint techniques. Physical restraint is used as a last resort when the child is posing very dangerous behaviours that will result in harm to themselves or others. Where physical restraint has been used this is reported to the activity coordinator and documented. If it becomes evident that the child’s behaviour is unacceptable and cannot safely be managed on the event then the activity coordinator in conjunction with the registered manager may take the decision to send the child home.

# 12. Safeguarding and bullying

The National Deaf Children’s Society operates a Safeguarding policy designed to protect children from harm and neglect and help them to stay safe. The policy sets out the procedure to be followed in the event of any allegation of abuse or neglect. We ensure that all staff understand, act within and implement this policy through induction, training and ongoing support and supervision.

Prior to attendance parents and carers are given a summary document outlining our safeguarding policy and children are given a *Staying Safe* leaflet which gives advice on how to report any concerns and how the charity tries to ensure their safety on events.

During the scheme, the welfare and protection of the children from abuse is paramount. The registered manager and/or activity coordinator will work with the Local Safeguarding Children’s Board (LSCB) to notify them of an event taking place in their area and to ensure that there are no safeguarding concerns with the chosen venue being used or its employees.

All serious incidents involving the protection of children or allegations connected with the scheme are notified to all relevant agencies as required. Parents and carers will always be kept fully informed before any actions are taken unless it is felt that to do so would put a child at greater risk of being harmed. All incidents are recorded by the activity coordinator and monitored by the registered manager.

The National Deaf Children’s Society governance includes a Safeguarding Board, chaired by the responsible individual, which coordinates the development and implementation of all safeguarding policies and systems, takes organisational learning from any incidents and uses this to reflect on practice and make improvements, where necessary.

All potential new staff and volunteers to the schemes are recruited and selected using the National Deaf Children’s Society’s Safer Recruitment Policy and procedures. Staff and volunteers are not permitted to work on the schemes unless they have a current enhanced Disclosure Barring Service (DBS) check in place. Where staff and volunteers are used who live in Scotland or Northern Ireland then the relevant PVG or Access NI check will be in place.

All visitors to the scheme are appropriately supervised and required to sign in and wear visitor badges.

The scheme takes a zero tolerance approach to bullying. Staff are trained to recognise and deal with any indications of bullying and are proactive in intervening positively.

We have an anti-bullying policy which is supplemented by the National Deaf Children’s Society’s own anti bullying resources which have been developed in conjunction with young people. Bullying is discussed at the start of each event when agreeing the ground rules with children.

We have an e-safety policy which recognises the risks associated with technology. We discourage children from bringing mobile phones on events but when they do we work closely with them to ensure they use are being used safely, that time spent using them is limited and that they are used in ways that do not harm others. Where this is not happening we will take proportionate action.

# 13. Missing child

The charity places safety of children as a key priority and staff and volunteers will always be extremely aware of the potential for children to go missing during the scheme, even when all precautions are observed. If a child’s whereabouts is unknown, all staff/volunteers are aware that this must be reported directly to the activity coordinator who will immediately trigger an emergency and organise for the venue to be searched. The activity coordinator will also ensure the other children are adequately supervised while the search takes place.

If the child is not found within 30 minutes of their disappearance, the police will be notified to assist in expanding the search. If evidence points to the child having already left the site, or there is concern the child may self-harm, the police will be called immediately.

If the absence takes place during an offsite activity, and the activity coordinator (or external activity provider) considers the environmental hazards to have increased the risk to the child, the police will be notified immediately.

The registered manager and responsible individual will be notified of any unauthorised absences and the activity coordinator is expected to take immediate steps to ensure it cannot occur again. A full review of the activity risk assessments and a clear action plan to address any identified shortcomings for future activities should also be conducted by the registered manager as soon as possible after the incident.

# 14. Surveillance

For security reasons, some of the venues may use external surveillance equipment. They will not be allowed to have any internal surveillance equipment in operation in bedrooms, bathrooms or any areas where intimate care is given whilst the National Deaf Children’s Society is at the venue. Baby monitors may be required to ensure the safety of the children, but all occupants will be informed that this equipment is in operation. All monitoring devices are held by night staff and no recording of visual images or audio from such surveillance is allowed.

# 15. Fire and safety

The venue providers are expected to give a full assessment of the hazards involved with their premises. The activity coordinator will take precautions to minimise the risks and undertake additional checks to ensure the venue is compliant with their health and safety responsibilities and has fully considered the needs of children attending. The venue provider must show the activity coordinator their emergency evacuation procedures, so that on the first day with children on site, the National Deaf Children’s Society can conduct a full evacuation practice and fire walk in accordance with those procedures. Any issues that arise as a result of this practice must be dealt with immediately to the satisfaction of the National Deaf Children’s Society.

During the night it is the responsibility of the staff or volunteer allocated to a specific bedroom to ensure that the children are out of the building in the case of an emergency. The activity coordinator is then responsible for completing a register to ensure all children and adults are out of the building.

All external activity providers must demonstrate they have relevant qualifications in place in order to deliver their activity. The National Deaf Children’s Society will ensure that all providers consider the specific needs of the children attending the event in relation to the activity risk assessments. All other suppliers used (transport, caterers etc.) must demonstrate that they have the suitable qualifications to fulfil their role.

Providers will not be allowed unsupervised access to children onsite unless they can confirm they have an enhanced DBS check and have completed the National Deaf Children’s Society’s safeguarding checklist for providers to the charity’s satisfaction.

The National Deaf Children’s Society has a 24 hour On Call and Emergency Procedure which enables the activity coordinator on site to access advice and escalate concerns should a situation arise. In the case of a notifiable event the registered manager and responsible individual will also be contacted and the responsible individual will then notify the relevant authorities.

# 16 Contact with parents and carers

We will always talk to parents and carers directly if we have any concerns about a child’s happiness whilst at the scheme. A National Deaf Children’s Society mobile phone or laptop with Skype is made available for children to use, and for parents and carers to contact children.

Parents and carers are given contact information for the venue and activity coordinator and can get in touch whenever they need to. They can also request a text or call from the team leading the event at specific points e.g. when their child is settled into their bedroom on the first evening.

We advise parents and carers to ask their children aged 8 to 15 years to leave their mobile phones at home. This is to prevent phones being lost or stolen and to encourage children to make new friends. There is also the risk they may be used for text bullying and we have no way to monitor what external sites are being accessed via the phones.

However, we also appreciate that for many deaf children, texting by mobile phone is the most efficient way of communicating with family at home. If a child does bring their mobile phone to an event we will keep it in a secure location for safekeeping and allow children to use their phones at specified times during the day e.g. during lunch or for an hour during the evening. If the child is known to have used their phone in a harmful way we will take proportionate action.

Deaf young people aged 16 and above attending the scheme are able to keep mobile phones with them during the event and we discuss with them the importance of appropriate use. All deaf young people attending are encouraged to discuss and agree to their own set of ground rules regarding this.

# 17. Complaints procedure

All parents, carers and staff are given information prior to the event, detailing how a complaint can be made and the routes by which any complaint should be addressed. This information is also displayed during the event.

In the instance of a complaint being lodged regarding the conduct of any child, member of staff, or volunteer, this complaint must be passed to the activity coordinator and appropriate action taken where necessary. If the complaint is about the activity coordinator, it must be passed straight the registered manager. All complaints must then be reported to the registered manager, who will ensure they are fully investigated in accordance with the National Deaf Children’s Society’s Complaints Procedure. Where appropriate the responsible individual will also notify the relevant authorities.

# 18. Consultation with children

All children accessing the holiday and activity scheme will be actively encouraged to become involved in making decisions about their daily routines.

The National Deaf Children’s Society recognises the value in creating opportunities for children to develop by promoting participation in creative, outdoor and sports activities. Children are actively encouraged and supported to influence their care and choices of activities within leisure time. Children also help to shape future provision through a range of feedback mechanisms. This includes ‘hot polls’ on our website for deaf children and young people, surveys and consultation with young people who have attended previous events, consultation with our Young People’s Advisory Board and focused sessions at events within the scheme to find out what outcomes deaf children would like to achieve whilst taking part. A new Young Peoples Journal allows children to record their thoughts feelings and emotions, which can be shared with NDCS with their agreement. To complement this there will be two methods of evaluation for young people to complete - individual and group evaluations.

# 19. Review of this statement

The registered individual has approved this Statement of Purpose and will carry out an annual review of this statement. Any revision which is made is notified to Ofsted within 28 days. The next annual review is due 31 March 2019.

# Appendix 1- Curriculum Vitae for Registered Individual and Registered Manager

**Responsible individual**

Helen Cable, Director of Children, Young People and Families

Helen Cable is the Director of Children, Young People and Families at the National Deaf Children's Society, holding this position since summer 2014. This has overall responsibility for the direction, remit, quality and safety of the Organisation's services and information products for deaf children and their families. Her qualifications include a post graduate certificate in Education (secondary level) followed by seven years as a teacher within mainstream and independent sectors, together with a Masters Degree in Educational Management.

For fifteen years prior to joining NDCS, Helen held senior management positions in two large disability charities delivering regulated social care services: Scope 2007-14 and Leonard Cheshire Disability 1999-2006. Those services spanned the supporting of disabled and vulnerable children and adults, from birth to the frail elderly, with service types including children and adult domiciliary care plus residential and nursing care for adults under CQC, fostering of disabled children, independent special schools, plus childcare in the form of school and holiday schemes for disabled children under Ofsted

**Registered manager**

Mark Bolton, Deputy Director, Children, Young People and Partnerships

Prior to joining NDCS in February 2015 Mark worked for three organisations over the previous twenty years that offered services to and for a diverse range of young people with differing needs that included, physical, emotional and mental health. The broad age range of young people from six to twenty five years meant that Mark has a good understanding of effective practice across the services he managed and those of the teams within.

Given the above diverse cohort, Mark’s key responsibilities included, safeguarding, health and safety, development of policies and procedures, programme development to meet the needs of young people with regards to the social, emotional, mental and physical well-being. Many of the functions under Mark’s various roles also include performance management and reporting processes against services, children and young people case management and individual support plans, and implementing a continuous improvement process. Mark is also the Designated Safeguarding Officer for his department.

Underpinning this experience Mark has qualifications as follows Executive Diploma in Management which focussed on children and young people provisions. This post graduate equivalent qualification covered project management, operations, finance, marketing, strategic, managing information systems and business challenges. Additionally Mark holds the NEBOSH (National Examination Board of Safety & Health) qualification and British Sign Language L6. Mark has completed the Health and Social Care L5 course as required by Ofsted. Previous training has also included, safeguard and child protection, protective behaviours, team teach, disability awareness courses.

1. **Duty of care**: The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of the people involved in any activity or interaction for which that individual or organisation is responsible. This could be staff, volunteers, families, children etc. [↑](#footnote-ref-1)